Government of Goa
REGISTRATION DEPARTMENT
Office of the State Registrar-cum-Head of Notary Services
7th Floor, Shramashakti Bhawan, Patto, Panaji – Goa 403001

Phone Nos.: +91(0832) 2437136   *Fax No.* +91(0832) 2437133   *Email:* srhns-rd.goa@nic.in

No.1/4/21-Registration/ 2404   Dated:- 17 /11/2021 (26 Kartika 1943)

Applications are invited from the eligible candidates by the Registration Department for filling up of the following vacant posts through Direct Recruitment:

Sr. No.	Name of the post and Pay Scale	Total number of post	Number of vacancies category wise		Educational and other Qualification
01.	**Lower Division Clerk(LDC)** Pay Matrix Level 2 of the 7th CPC	12 posts	(a) Scheduled Tribe (ST)	02 posts	(a) <u>Essential</u> i) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution. (ii) Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English. (iii) Knowledge of Konkani (b) **Desirable** Knowledge of Marathi
			(b) Other Backward Classes (OBC)	05 posts	
			(c) Economically Weaker Section (EWS)	02 post	
			(d) Unreserved	03 posts	

2. <u>Age limit prescribed</u>: Not exceeding 45 years as on the date of filling of Application form. (relaxable for reserved vacancies & for Government servants in accordance with the instructions or orders issued by the Government from time to time).
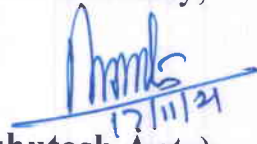
3. Interested and eligible candidates should fill and submit the prescribed Application Form through online mode only available at Portal **https://cbes.goa.gov.in** from **19/11/2021 to 03/12/2021 no application will be accepted/considered after the last date.** No application shall be accepted in any other mode.

4. **Only the eligible candidate fulfilling the criteria as per Recruitment Rules/advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. However candidate shall not be considered, if he/she is found ineligible at the time of verification of the essential documents, even though has passed the examination. Acknowledgement will be sent to candidate only by email mode on the email Id provided by the candidates once the application form is received through online mode.**

5. The instructions/guidelines regarding eligibility, etc available on the Departmental website **registration.goa.gov.in, cbes.goa.gov.in, www.goa.gov.in** shall strictly be adhered to by each and every candidate, which will be made available from 19/11/2021 onwards.

6. **Those candidates who have registered their names in the Employment Exchange may apply through Online Mode"**

Yours faithfully,

(Ashutosh Apte)
State Registrar
-cum-
Head of Notary Services

To,

The Director of Printing & Stationary, Government Printing Press, Panaji-Goa...
for favour of publication in the official Gazette.

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No.1/4/21-Registration/ 2405   Dated:- 17/11/2021 (26 Kartika 1943)

INSTRUCTIONS TO THE CANDIDATES

The candidates shall strictly follow the instructions (Post-wise and General) as detailed below for applying to the following posts advertised by this Department:-

1. Lower Division Clerk (LDC

Sr. No.	Name of the post and Pay Scale	Total number of post	Number of vacancies category wise		Educational and other Qualification
01.	**Lower Division Clerk(LDC)** Pay Matrix Level 2 of the 7th CPC	12 posts	(a) Scheduled Tribe (ST)	02 posts	(a) <u>Essential</u> i) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.
			(b) Other Backward Classes (OBC)	05 posts	
			(c) Economically Weaker Section (EWS)	02 post	(ii) Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English.
			(f) Unreserved	03 posts	(iii) Knowledge of Konkani (b) **Desirable** Knowledge of Marathi

GENERAL INSTRUCTIONS:

1. <u>APPLICATION FORM</u>:-

(a) The candidates shall fill and submit the prescribed Application Form through online mode only available at **https://cbes.goa.gov.in** The **candidate shall apply for the post within the time limit prescribed.** Whenever prospective candidate are unable to apply online due to network or other crises they may visit the concerned taluka Civil Registrar cum Sub Registrar office wherein they may be facilitated to apply online.

(c) For filling up of application form through online mode via above website, the candidate shall register through a valid email-id and mobile number of the candidates. On registration, an acknowledgment message will be sent to the registered mobile number/email of the candidate immediately.

(d) All call letters would be issued only on email address given by the candidates in the application form and no hard copy would be sent to the candidates.

(e) The candidate will be sent intimations on registered email about the venue for examination along with Examination Hall Ticket which the candidate will have to print and produce at the examination hall.

(f) The candidate shall fill the online application form as per the instructions mentioned therein. No field shall be left blank or wrongly filled as the selection process will be based on the information furnished.

(g) The application form will not be accepted in any other mode and after the last date notified to submit the applications.

(h) Only eligible candidates fulfilling the criteria as per Recruitment Rules/Advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. The candidate must possess the requisite qualification and other valid mandatory documents essential for the post as mentioned herein below in original on the date of filling up of the application form.

(i) The Candidates shall be responsible for the genuineness of the information filled in the application form.

(j) In the event, the candidate submits false information/false declaration/false or bogus certificate/documents, and the same is detected before, during or after the verification, (which may be also done post appointment in respect of selected candidates) the candidate is liable to be disqualified at any time during the recruitment process and shall be subject to prosecution in accordance to law in force; also, the in-service candidate shall be liable for disciplinary action under the appropriate rules.

2. DOCUMENTS/CERTIFICATE REQUIRED:-

i) Certificate of Educational Qualification with mark sheet of the qualifying examination as applicable for the post as per column No. 5 of Post wise Instructions given above.

ii) Valid Employment Exchange Card

iii) Valid 15 years Residence Certificate issued by the competent authority of the State of Goa.

iv) Birth Certificate

v) Any photo identity proof issued by State/Central Government

vi) Valid Caste Certificate issued by the competent authority in respect of the reserved category.

vii) Certificate indicating other qualifications possessed by the applicant, including those pertaining to Computer Education as per column no. 5 of Post wise Instructions given above.

ix) Work experience certificate detailing the type of task/job handled (if any)

3. DOCUMENTS TO BE UPLOADED ALONG WITH ONLINE APPLICATION FORM:-

(a) Candidate Photograph

(b) Signature

in JPEG/JPG format of size less than 1MB

4. AGE LIMIT:-

Not exceeding 45 years as on date of filling up of the application form. However, category wise age relaxation is as under:

Sr. No.	Categories	Years of age relaxable
1.	Government Servants	5 years
2.	ST/SC/Children of Freedom Fighter/Sportsperson	5 years
3.	OBC	3 years
4.	Person with Disabilities	10 years
5.	Ex-servicemen	To the extent of service rendered in Army, Navy, Air Force, CRPF, BSF, CISF, ITBP and SSB from his actual age

5. APPLICATION OF IN-SERVICE CANDIDATES:

The candidates who are already in Government service and willing to apply for the post, must possess NOC of the employer on the date of filling up of the application form.

6. CONDITIONS FOR EXAMINATION:

(a) The candidate will have to undergo Skill and written test (examination).

(b) The syllabus for the Examination will cover :

(i) Knowledge of Computer operations - 20 marks

(ii) General Knowledge – 20 marks

(iii) Reasoning ability – 20 marks

(iv) History and Politics of State of Goa – 20 marks

(v) Letter Writing/office procedure – 10 marks

(vi) Mathematical and analytical knowledge - 10 marks.

(c) The date, time and venue of the written examination will be informed to the eligible candidates via Email or SMS. The candidate shall carry a copy of hall ticket for the examination.

(d) The total marks of written examination shall be 100 and duration of examination shall be two hours.

(e) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit.

(f) The shortlist shall be displayed on the Department's website i.e. **registration.goa.gov.in** and **www.goa.gov.in**

(g) The shortlisted candidates will be required to submit the self attested copies of the documents along with the original documents for verification on the prescribed date and time.

7. SOLICITING AND CANVASSING:-

Soliciting or canvassing in any form or influencing this Department in any manner by a candidate shall disqualify the candidate and the decision of the Department in this respect shall be final.

The decision of the Department with regard to the manner connected with the recruitment will be final in all respect and the Department reserves the right to make change in or to cancel the recruitment process and instructions without assigning any reason thereof.

(Ashutosh Apte)
State Registrar
-cum-
Head of Notary Services